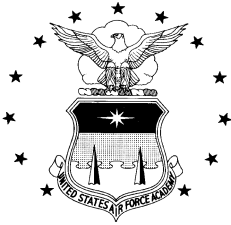


18 MARCH 2002

Civil Engineer

**USAF ACADEMY SPRING AND FALL
CLEANUP**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-10, *Installations and Facilities*, and establishes normal guidance and defines the concept and responsibilities of USAF Academy base cleanup. This instruction indicates the responsibilities of each organization and housing resident on how to administer the program and to maintain the highest standards of appearance at USAF Academy. Therefore, special programs such as base cleanup are developed to supplement normal housekeeping. This instruction applies to everyone assigned to or residing on the Academy

1. Concept of Operations:

1.1. The primary consideration in base cleanup is the timely and effective removal of trash and debris from USAF Academy prior to **Graduation (Spring)** and **Parents Weekend (Fall)** of every year. Efforts will be concentrated on the entrances to the base, along the perimeter fences, on roads, sidewalks, and buildings. Sufficient personnel and equipment will be made available to permit simultaneous cleanup in various areas.

1.1.1. All 10 ABW, Department of Athletics (HQ USAFA/AH), Dean of the Faculty (HQ USAFA/DF), 34th Training Wing (34 TRW), Preparatory School (HQ USAFA/PL), Tenants, Facility Managers, and Military Family Housing (MFH) occupants will participate.

2. Base Cleanup Commanders: The Superintendent (HQ USAFA/CC) will designate a representative from USAF Academy to operate as Officer in Charge (OIC). In this capacity, he or she has complete responsibility for all base-cleanup activities; he or she maintains command of and directs all forces involved in base-cleanup operations.

3. Base Cleanup Command Post: The Command Post will be established in the USAF Academy Control Center.

4. USAF Academy Designated OIC:

- 4.1. Coordinates all base-cleanup activities.
- 4.2. Publicizes the activities.
- 4.3. Assigns representatives from each major organization on base.
- 4.4. Provides a list of taskings for each major organization's POC and their cleanup crews.

5. 10th Civil Engineer Squadron (10 CES):

- 5.1. Provides a map and assists in identifying unit responsibilities for base-cleanup.
- 5.2. Heavy Repair Flight (10 CES/CEOHH) will assist with heavy equipment as required and will provide repair and equipment crews as necessary.
- 5.3. Contract Services Flight (10 CES/CEOC) will provide dumpsters for debris and waste disposal and empty as required.
- 5.4. Grounds Maintenance QAE will coordinate with Grounds Maintenance Contractor on their tasks and responsibilities for base-cleanup.
- 5.5. The Country Store (10 CES/CEOM) will forecast for base-cleanup supplies and remain open extended hours.

6. Facility Managers:

- 6.1. Have their areas completed by the end of Cleanup Week.
- 6.2. Obtain, inventory and issue appropriate equipment necessary to accomplish base-cleanup (i.e., trash bags, etc.).
- 6.3. Provide vehicles with drivers to transport debris and waste to the dumpsters.
- 6.4. Coordinate with the 10 CES/CEOC for disposition of large trash and debris disposal area.
- 6.5. Coordinate with base Environmental (10 CES/CEV) for any HAZMAT or hazardous waste material that needs disposal during cleanup.

7. Housing Mayors:

- 7.1. Coordinate with military family housing (MFH) occupants for materials and equipment needed for the accomplishment of Cleanup Week.
- 7.2. Coordinate with the Country Store for any materials and equipment needed for the cleanup.
- 7.3. Have areas completed by the end of Cleanup Week.
- 7.4. Coordinate with 10 CES/CEOC for disposition of trash and debris that is over and above Mayor's resources.

8. Unit Representatives:

- 8.1. Conduct a walk-through of their assigned area and develop a plan of attack using the tasking list provided by this plan.

8.2. Have areas completed by the end of Cleanup Week.

8.3. Coordinate with 10 CES/CEOC for disposition of trash and debris over and above existing dumpsters.

9. Base Grounds Maintenance Contractor:

9.1. Mows, trims, edges, and cleanups all responsible grassy areas base-wide that are stated in the Statement of Work (SOW), USAF Academy Grounds Maintenance Contract.

9.2. Polices and cleanups all responsible areas.

9.3. Rakes all leaves, twigs, and debris in responsible areas.

9.4. Mulches and removes weeds for trees, shrubs, and landscape beds in responsible areas.

9.5. Repairs damaged ground areas as required.

9.6. Fertilizes and aerates in all required and responsible areas.

9.7. Performs playground maintenance in all responsible areas.

9.8. Replaces dead and diseased trees, shrubs, and ground cover in base-wide responsible areas that is stated in the USAF Academy Grounds Contract.

9.9. Coordinates with Grounds Maintenance QAE for any planting requirements during Spring Cleanup.

10. 10th Logistics Division Transportation (10 LGT): Provides bus transportation support during Spring-Cleanup week as required for assisting detail personnel and the 10 ABW members, HQ USAFA/AH, HQ USAFA/DF, and 34 TRW to designated areas.

11. Quick Reference Phone Numbers

HEAVY REPAIR FLIGHT	333-2431
CONTRACT SERVICES FLIGHT	333-3053
CE CUSTOMER SERVICE DESK	333-2790
USAFA COMMAND POST	333-2633
GROUND'S CONTRACTOR QAE	333-3053
COUNTRY STORE	333-3776

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

MFH —Military Family Housing

OIC —Officer in Charge

POC —Point of Contact

QAE —Quality Assurance Evaluator

SOW—Statement of Work